

27 OCTOBER 2004

★*SUMMARY OF REVISIONS*

This change replaces the USAF Museum Advisory Board with the USAF Heritage Program Board of Directors (paragraphs 1.2 and 1.2.3) and directs that SAF/AA serve on the Board (paragraph 1.2.3.3). It deletes the requirement that HQ USAF/CCC, all CONUS MAJCOM CVs, NGB/CF, and the Deputy Director of the National Air and Space Museum (ex-officio) serve on the Board. This change also strengthens inventory procedure language for historical property on loan to heritage activities (6.14) and increases the requirement for photographs of historical property on loan from every four years to every two years (6.14.2).

★1.2. USAFHP Board of Directors. On behalf of the Secretary of the Air Force (SAF), the USAFHP Board of Directors (Board) provides strategic policy guidance, operations direction and management control to the USAFM and USAFHP. The Board shapes, reflects and advocates the institutions' values and goals.

★1.2.2. The Board meetings will be facilitated by the Executive Secretary (HQ USAF/HO).

★1.2.3. The Board will guide and assist the USAFHP Director in the accomplishment of the responsibilities outlined in 1.1.2.1. It shall consist of five, permanent Government employees and active duty Air Force personnel who exercise sole voting authority:

★1.2.3.3. The Administrative Assistant to the Secretary of the Air Force (SAF/AA).

★1.2.3.4. Air Force Material Command (AFMC) senior leadership.

★1.2.3.5. The USAFHP Director (USAFM/MU).

★1.2.3.6. DELETED

★1.2.3.7. DELETED

★1.2.3.8. DELETED

★1.2.4. The Board may consult an advisory group of retired Air Force, industry, or professional leaders as it deems necessary to provide expert advice, ideas and diverse opinions on matters pertinent and essential to the national museum and the USAFHP. These consultants serve in a non-voting capacity.

★1.2.5. The USAFHP Board of Directors will meet at least annually at the call of HQ USAF/CVA. They will report annually to the SAF the preservation and exhibition of the material culture of the U.S. Air Force in compliance with 16 U.S.C. 431et seq. in accordance with the authority of the SAF under 10 U.S.C. 8013. The written report shall include the status

and accomplishments of the USAFHP as well as recommended changes in response to identified shortfalls and factors limiting the success of the program. Additionally, the Board's functions will be to:

- ★1.2.5.1. Review progress on issues of concern to the national museum and the USAFHP.

- ★1.2.5.3. Assist in locating individuals and organizations that can contribute to the work of the national museum and the USAFHP.

- ★1.2.5.4. Review current operating procedures and organizational structure; recommend new policies or courses of action as needed relative to the operation of the national museum and the USAFHP.

★6.14. Inventory Reporting and Control. Proper stewardship of USAFHP collections includes regular and comprehensive inventories of all historical property. IAW RCS: HAF-HO(A)8801, *Report of Historical Property*, USAFM/MUC must account for and report all USAFHP historical property biennially. For historical property on loan to heritage activities, USAFM/MUC sends out the Report of Historical Property (inventory) and a "Points of Contact" list to each MAJCOM/HO no later than 1 February of the appropriate year. MAJCOM/HOs will in turn coordinate with the HPCs of their individual heritage activities to accomplish a comprehensive wall-to-wall inventory of all historical property. USAFM/MUC staggers this inventory schedule so that only half of all heritage activities submit their certified inventory lists in any calendar year. MAJCOM/HOs will reply back to USAFM/MUC with completed inventories no later than 1 May of the same year.

- ★6.14.1. To accomplish inventories, heritage activities will:

- ★6.14.1.1. Physically inspect each item and verify nomenclature and accession number against the inventory listing provided by USAFM/MUC. They will also note any discrepancies such as shortages, damage or deterioration, and provide a brief explanation of the problem and recommended corrective action. Prior to submission, heritage activities will review the "Points of Contact" list sent with their inventory and annotate changes, corrections, etc. as needed. If a new HPC has been assigned, his/her appointment letter, signed by the Commander, must be included (see 6.16).

- ★6.14.1.2. List any historical property received from sources other than USAFM for display purposes which do not appear on the inventory. Provide completed AF Form 3582, USAF Museum System Accession Worksheet (see 6.15.2), photographs (see 6.14.5), AF Form 3571, Proffers of Gift (if appropriate) (see 6.15.1), and all other accountability paperwork which accompanied the property. These items will be added to your loan inventory.

- ★6.14.1.3. Every fourth year, on a schedule established by USAFM/MUC, MAJCOM/HOs will include in their biennial reporting requirements color photographs of all historical property regardless of location. Photograph each item. Provide a standard 3x5 or 4x6 35 mm color print or digital image in "jpeg" format of each *artifact on display (or in collection)* in sufficient detail to permit positive identification. Insure the artifact's accession number is in the photograph, or

clearly marked on the back of the print. If photographs are digital form, the accession number must be in the image and also must be the image file name. Also provide standard 3x5 or 4x6 35 mm color print or digital image in “jpeg” format of each *aircraft and missile* in sufficient detail to show the overall condition and serial number of the airframe. Insure the M/D/S (model, design, series), serial number, and USAFM accession number is clearly marked on the back of each print. If an aircraft or missile has been repainted to represent another airframe, label the print with the actual tail number shown on the DD Form 1149 for that airframe.

★6.14.2. When complete, HPCs will sign inventory lists certifying that all historical property has been physically inventoried and accounted for and any discrepancies noted (see 6.17 for guidance on lost or damaged historical property). Completed inventory packages will include the signed and certified inventory list (see 6.14), an updated HPC “point of contact” list, one copy of the HPA signed by the organizational commander or vice commander, and photographs or digital images of all historical property on the loan inventory (if applicable).

★6.14.1.3. Photograph each item. Provide a standard 3x5 or 4x6 35 mm color print or digital image in “jpeg” format of each *artifact on display (or in collection)* in sufficient detail to permit positive identification. Insure the artifact’s accession number is in the photograph, or clearly marked on the back of the print. Also provide standard 3x5 or 4x6 35 mm color print or digital image in “jpeg” format of each *aircraft and missile* in sufficient detail to show the overall condition and serial number of the airframe. Insure the M/D/S (model, design, series), serial number, and USAFM accession number is clearly marked on the back of each print. If an aircraft or missile has been repainted to represent another airframe, label the print with the actual tail number shown on the DD Form 1149 for that airframe.

★6.14.2. When complete, HPCs will sign inventory lists certifying that all historical property has been physically inventoried and accounted for and any discrepancies noted (see 6.17 for guidance on lost or damaged historical property). Completed inventory packages will include the signed and certified inventory list (see 6.14), an updated HPC “point of contact” list, one copy of the HPA signed by the organizational commander or vice commander, and photographs or digital images of all historical property on the loan inventory.